Submit an Event to the UW Law Calendar


![Event Submission Form]

**Event Submission Form**

Fill out the form below to submit an event request.

**Submitter Information**

Name: 
Email: *
Phone #: 
Organization: Enter the name of the organization with which you are affiliated.

2. Fill out **Submitter Information**:
   a. **Name** (Required)
   b. **Email** (Required; if you have a wisc.edu account, please use this email.)
   c. **Phone** (Optional; should be your most commonly used number.)
      i. Note: This is for staff contact purposes and will not be published.
   d. **Organization** (Required)

3. Fill out **Event Details**:
   a. **Event Title** (Required)
      i. Enter a name for your event.
   b. **Calendar** (required)
      i. Select the calendar to which your event will be sent.
         1. University of Wisconsin Law School Events
         2. Staff Only
         3. Student Orgs
   c. **Location Type**
      i. Select whether your event is **In Person**, **Online**, or **Hybrid**.
         1. Add platform information or a meeting link in the field that appears if **Online** or **Hybrid** is chosen.
   d. **Start date**
      i. Use the drop-down menus to select the month, day and year on which your event will take place.
e. **Repeat**
   i. Use this option if your event is part of a series.
   ii. **None** is set by default.
   iii. Choose **Daily**, **Weekly**, **Monthly** or **Yearly** to determine the interval at which your event will repeat.
   iv. Then, complete the additional details and choose an end date.

f. **Time**
   i. If this is a one-time event, move to the next item (Start).
   ii. Select **All Day** if your event is for the entire day (e.g. Thanksgiving).
   iii. Select **Multiple Start Times** if your event has irregular start times and enter the range of times in the new field.

g. **Start**
   i. Select the starting time of your event via the dropdowns for hour, minute and AM/PM.

h. **End**
   i. Select the starting time of your event via the dropdowns for hour, minute and AM/PM.

i. **Requested Location**
   i. Use this space to enter your desired location for the event.
   ii. Check first on the [view-only version of the Law School Room Reservation System](#) to see if your requested room is available if your event takes place at the Law School.
   iii. **Note**: Calendar admins will make every attempt to assign the requested room to your event, but the location cannot be guaranteed.

j. **Event Type** (Required)
   i. Select what type of event you are creating.
      1. Academic
      2. Class
      3. CLE Program
      4. Conference / Workshop
      5. Deadline
      6. Employee Wellness
      7. Holiday / Observance
      8. Meeting
      9. Speaker / Discussion
      10. Other

k. **Audience** (Required)
   i. Choose checkboxes for one or more of the following:
      1. Alumni
      2. CLEW
      3. Faculty
      4. Invitation Only
      5. Public
      6. Staff
7. Students
8. Other

I. Event Hosts (Required)
   i. Choose checkboxes for one or more of the following:
      1. Academic Affairs
      2. Academic Enhancement Program
      3. Admissions
      4. Dean’s Office Featured Events
      5. Law School Events
      6. Office of Career and Professional Development
      7. Research Centers and Initiatives
      8. Student Affairs
      9. Student Org(s)

m. Outside Co-host (Required)
   i. Choose the button for Yes or No.

n. Outside Speaker (Required)
   i. Choose the button for Yes or No.

o. Minors Present (Required)
   i. Choose the button for Yes or No.

p. Link for More Info (Optional)
   i. Paste a URL in this field to link to another page that gives more information about the speaker, event or topic as needed.

q. Description (Optional)
   i. Use this text field to add more information, including the outside co-host organization(s).